

HEADQUARTERS
EXTERNAL SURVEY DETACHMENT 44
U. S. NAVY, SHANGHAI, CHINA

ADMINISTRATIVE MEMORANDUM
NUMBER 3

30 January 1948

CIVILIAN PERSONNEL POLICIES

GENERAL	I
PERSONNEL FILES	II
PROCUREMENT, RECRUITMENT, REPLACEMENT, ROTATION, ETC.	III
RETIREMENT FUND	IV
TRANSPORTATION OF PERSONAL EFFECTS	V

I. GENERAL.

The personnel policy and field procedures designed to facilitate and support operations are set forth for the guidance and direction of station commanders and headquarters personnel concerned. Classification necessitated by the contents of this Memorandum prevents a full distribution to all members of the command. Station commanders, branch heads and certain staff personnel are herewith charged with the proper implementation of the policies and procedures hereinafter outlined.

II. PERSONNEL FILES.

1. Headquarters activities (Registry, Finance and Administration) and/or field stations will maintain a personnel file on each employee assigned to the station which will contain copies of the following documents:

- a. Copy of all personnel action requests effecting the employment or transfer.
- b. Copy of any documents relating to employees' overseas service activities.
- c. Copies of all Efficiency Reports.
- d. Certification of deductions for retirement.

2. Upon completion of tour of overseas duty, the

SECRET

personnel file will be forwarded to the headquarters Administration Section for combining purposes preparatory to pouching to Washington for permanent file.

III. PERSONNEL PROCUREMENT.

1. General.

It will be the responsibility of the branch chief to initiate action for procurement of anticipated personnel needs. He will furnish the Chief of Mission with a brief description of the particular position to be filled, specific qualifications required for the job, and a recommended salary level. Staff and clerical personnel will ordinarily be recruited through Washington headquarters at the lowest salary level consistent with operational requirements, in order that the higher level positions may be utilized for the advancement of experienced personnel.

2. Overseas Recruiting.

a. All candidates for positions as Staff Operations or Reports Officers, or Administrative Assistants, CAF-7 or above, will be interviewed, processed and trained only at the higher headquarters. They will NOT be employed in the field.

b. Personnel may be employed in the field for staff positions, as Clerk-Stenographer, Clerk-Typist and Clerk, but only with prior Washington approval of employment, grade level, salary, and security status.

c. Natives may be engaged in the field on contract as agents, drivers, mechanics, and housekeeping personnel, provided they are to have no access to classified material and are carefully investigated in the field and vetted by Security. Citizens of our country may be taken on in the foreign field in such positions, but only after full investigation by field security and clearance by Washington headquarters.

d. Where vacancies for positions referred to in Paragraph (b) above exist at the overseas station, and such vacancies are not scheduled to be filled by rotation, the Chief of Mission may nominate qualified candidates who are presently in the area, subject to the following provisions:

- (1) Forward nominations to Washington.
- (2) Include three copies of personal history statement.
- (3) Include two copies of Form 57 (Application for Federal Employment.)
- (4) Furnish any additional information regarding qualifications, position for which considered, etc.

If headquarters approves the security and employment of such

clerical persons, the Chief of Mission will be notified by cable and the individual will be entered on duty by accomplishing a written letter of appointment and an oral Oath of Office, No Strike and Overseas Agreement. Employment of candidates discussed in paragraph (a) above will be accomplished ONLY at headquarters in Washington.

3. Replacements.

a. Headquarters Washington will select individuals for replacements of all field employees and will advise the Chief of the Mission of the qualifications of a prospective replacement prior to final decision or assignment so that he may express his views regarding the suitability of the proposed replacement.

b. Consistent with operational expediency, the Chief of Mission may assign any personnel on duty within his station area to additional duties other than those to which the original assignment was made. However, communication or other specialists will not be assigned to duties as cut-outs, pay-off men, contact men or to duties outside the station unless such duties are incident to their primary function.

4. Rotation.

a. It is the general policy of the organization to rotate personnel between the Zone of the Interior and field positions wherever practicable. In implementing this policy, consideration will be given to the particular qualifications and the personal desires of the individual.

b. Although it is the established policy that a minimum tour of duty overseas will be twenty-four months, it will be understood that an employee may, as a result of operational necessity, be required to serve a greater period of time. If it is deemed operationally expedient, he may be returned for temporary duty, for reorientation, and/or for retraining and leave incident thereto if desired, and then returned to the same station. However, continuous service at a foreign post in excess of thirty months without the reorientation provided by a tour at headquarters is not considered in the best interests of the organization.

c. Wherever practicable, determination of the future assignment of individuals returning from a tour of overseas duty will be made in advance of the departure of the individual from the overseas post. The desires of the individual and the recommendations of the Chief of Mission will be indicated on the efficiency report submitted three months in advance of the proposed departure date.

5. Transfers.

Any transfer for temporary duty or permanent change of station beyond the operational confines of the field mission from which the transfer originates must have the prior approval of headquarters.

6. Credit for Past Service.

a. Credit for past service is defined as that service of an employee which may be used in computing length of service for retirement, seniority, and leave.

b. Generally, any service rendered overseas by employees for the organization is within the scope of "Credit for Past Service." Consequently, all individuals so employed will maintain whatever rights and privileges they possess at the time of entrance on duty, i.e., an employee with permanent status will retain such status; an employee without status will be able to request any pertinent examination which has been held during his tour of field service, if application is made within ninety days after his return to duty at Washington.

c. If permanent status is obtained by an individual, all other service will be creditable for continuity of service.

d. See section IV (Retirement Fund) below.

7. Efficiency and Status Reports.

A status and efficiency report covering each civilian employee in the field will be rendered by such employee and his or her immediate supervisor on 1 June of each year.

8. Promotions.

a. In-Grade promotions will be approved for all personnel who have completed the necessary time in grade as well as having an efficiency rating of "Good" or better. Such promotion will be initiated and processed at Washington.

b. Where the Chief of Mission believes that meritorious service of an employee or an unusual change of assignment warrants an increase in salary (other than an "in-grade" promotion), he may initiate recommendations for promotion through the Foreign Branch Chief; however, change in assignment involving radical change of duty or greatly increased responsibilities should not ordinarily be followed by a promotion to a position of higher grade until six months' proving period has lapsed.

9. Leave.

Administrative Memorandums 1 and 7, 1947, this headquarters provides detailed information relating to ordinary leave, sick leave, and leave without pay.

IV. RETIREMENT FUND.

1. All retirement provisions and benefits provided for home office employees will be provided overseas personnel. All regular employees will be afforded such benefits. Temporary or native personnel are not covered and will not receive the benefits. The Washington office will withhold the proper retirement deductions for employees who are afforded retirement benefits and the deposit of these funds will be effected and the individual retirement records will be credited and maintained by headquarters in Washington.

2. The following information is disseminated in order to answer certain recurring questions:

a. All service with any federal agency is creditable toward retirement. Non-payment of retirement deductions will not jeopardize creditable service and payments for retirement deductions not withheld or withheld and subsequently refunded by a federal agency can be paid in at any time prior to retirement age. In this connection, the following policies are established:

- (1) No payment can be made into the retirement fund at this time by a field employee for service with any other federal agency for which retirement was not deducted.
- (2) No field employee can repay into the retirement fund at this time any retirement withheld while employed by another government agency and subsequently returned upon the employee's termination from that agency.
- (3) No payment can be made into the retirement fund at this time by a field employee for military service which is creditable toward retirement and for which payment may be made at a later date at the rate of 5% of base pay.
- (4) Re (1), (2), and (3) above, payment for this service cannot be made at this time for policy reasons and it is suggested that if an employee is interested in paying for this

service, he so indicate when reporting to headquarters (Washington) at the time of completion of his tour of duty. Remember, there is no urgency in making these payments, as they can be made at any time prior to actual retirement.

V. TRANSPORTATION OF EFFECTS.

1. These instructions apply in the following transportation matters:

- a. Requests by station personnel for shipment of personal effects and/or household goods from home to overseas station.
- b. Return of personal effects and/or household goods from the overseas station to home.

A. Requests by Station Personnel for Shipment of Personal Effects to Overseas Station.

When an individual at an overseas station desires to have personal effects and/or household goods shipped to him, the individual will write to his foreign branch through channels giving the list of items to be sent and the name and complete address of the representative who may be contacted concerning the items requested. The individual's representative will receive detailed instructions as necessary from Washington.

B. Return of Personal Effects and/or Household Goods.

1. When an individual is to return to the United States for reassignment, the return shipments should be addressed in the name of the individual concerned, c/o Mr. Howard Fyfe, U.S. Dispatch Agent, 45 Broadway, New York 6, New York. The individual will notify the Foreign Branch through channels of the type of material sent, and the approximate date it is to be shipped. This notification should be made prior to the shipment of the material.

2. Present procedures will permit shipment of personal effects through Army Quartermaster from port of Shanghai direct to the home of the individual at government expense. Information contained in Paragraph 1 above is furnished to benefit those who may not maintain a permanent residence in the United States at time of return for reassignment or release from duty.

3. Reports relating to status, efficiency and performance of individual duties are pouched to Washington regularly and at the time of official personnel transfers. Where these reports are favorable, the individual concerned may reasonably

presume that he will,

- (1) be offered a choice of further overseas assignment in another zone, or
- (2) a tour of duty at Washington headquarters.

In the former event, household effects held temporarily at the address contained in paragraph 1 above will facilitate reshipment to a foreign address without necessity for repacking, etc.

4. Payment for Packing and Crating, and Shipping Charges.

a. When shipments are made from home, the organization will arrange for reimbursement to the packing company used and to the U.S. Dispatch Agent for all packing, crating, and shipping charges. The organization will request reimbursement from the employee for any charges incurred over and above the authorized weight allowances.

b. When an individual is to return for reassignment with travel and transportation costs to be paid by the organization, the organization will pay for, or reimburse the individual for the packing, crating, and shipping charges within authorized allowances. Any charges for weight over allowable amounts may be paid by the organization but the individual will be required to reimburse the organization at the earliest practicable date.

c. Transportation of effects may commence on or after the date of authorization for transfer, but not more than one year after the employee completes his travel pursuant to the authorization for Permanent Change of Station. The organization cannot assume costs for transportation of effects after one year from date of completion of travel.

5. Allowances.

Until advised to the contrary, authorized allowances for shipment of household goods and effects are as follows:

Employees having immediate family:

Shipment involving transportation by vessel over all or part of route, or by rail or motor requiring packing or crating	8,750 lbs
Shipment by motor carriers of household goods uncrated	7,000 "

Employees having no immediate family:
Shipment involving transportation by
vessel over all or part of route, or
by rail or motor carriers requiring
packing or crating 3,125 lbs
Shipment by motor carriers of house-
hold goods uncrated 2,500 "

John F. Hook
JOHN F. HOOK

DISTRIBUTION:

C

8

SECRET